Welcome
San Diego City College
Cosmetology Orientation
CTC (V-101)
Department Contact Information

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Cosmetology Program Schedule

New classes begin every 9 weeks:
  - Fall, Mid–Fall, Winter Intersession,
  - Spring, Mid–Spring, and Summer Session.

Length of Training:
  - Monday–Friday 7:50–4:15, 7.5 hours daily. 1600 hours in total.

Consisting of Theory and Lab classes.
Admission to Individuals based on one of the following:

1. High school graduates with a “Certificate of Equivalency.” Students must provide copies of certificates issued by a State Board Education.

2. Be at least 18 years of age.

3. Attend an orientation session. There are no transfer courses from other schools, licensure form other disciplines are acknowledged...
Procedures for Enrollment to the Cosmetology Program

1. Orientation

2. Fill out the application to enroll in the college: you may access the online application. [http://www.city.sdcccd.edu](http://www.city.sdcccd.edu) go to the Admissions Office located in the “A” building on the second floor room A112.

3. Sign up for the Placement test: Go to the Counseling Office located in the “A” Building on the second floor in Room A110.

4. Financial Aid: Go to the “A” building in Room A113 and fill out the necessary application if you are interested in receiving financial aid. (Note: It is YOUR responsibility to follow up in the financial aid process).

5. After receiving add codes call class talk 619–624–2100.
Uniform and Dress Code

All students are required to be in complete uniform at all times, including when arriving for the first day of class. Students not in the correct uniform will be sent home for the day. Students with dirty or torn uniforms will also be sent home for the day.

Uniform for Cosmetology:

**TOP:** Black professional cotton smock with buttons, a zipper, or snapped front opening.

**PANTS:** polyester blend, cotton, solid black straight leg(conventional) pants only. **DO NOT WEAR** yoga pants, jeans, or leggings.

**Wednesday, Thursday, and Friday’s** white smocks will be worn.

**SOCKS:** Black or Nylon hosiery must be worn.

**SHOES:** Black leather, polish-able shoes with laces, rubber soles, and closed toes. No boots, heels, or black leather athletic shoes. (eg. Reebok, Nike, etc).
Uniform and Dress Code Continued

Under shirts Must be black or white only. NO EXCEPTIONS. Black or white sweaters may be worn if cold.

Accessories can be worn provided client service is taken into consideration. Students should refrain from dressing up uniforms, No scarves or hats, etc. for safety purposes. No excessive amount of jewelry to be worn. Facial piercings can be worn at the discretion of the instructor; nails must be manicured and appropriate nail length.

To maintain a professional appearance, the Cosmetology Department recommends current trends for hair and make-up. For sanitation purposes, hair must be controlled so that it will not fall into the eyes of the student or annoy a patron.

- Male students with facial hair must maintain a well groomed appearance.

Make-up is optional, if worn must be conservative daytime look.
Attendance

College enrollment assumes maturity, seriousness of purpose, and self-discipline in meeting the responsibilities of class attendance. Every student is expected to attend each meeting all of the classes for which he/she registered. Students who decide to drop the program must drop themselves online or at the Admission’s office before the deadline or receive an “F” grade.

The Cosmetology Program is a time-based program and has a strict attendance policy. Therefore, a student’s number of absences cannot exceed 6% or 19 hours for Lab and 2.7 hours for Theory per 9 week session. Absences should only be used in extreme emergencies. PLEASE NOTE THAT IF YOUR ABSENSES EXCEED 6% YOU MAY BE DROPPED FROM THE PROGRAM AT THE DISCRETION OF THE INSTRUCTOR.

Since Lab lecture requires concurrent enrollment, students who are dropped from lecture will be automatically dropped from lab will automatically dropped from lecture.
EXTENUATING CIRCUMTANCES: Emergencies of any nature are not to exceed 6% of the total hours for the nine week session. That is: Critical injuries requiring hospitalization, jury or military duty, death in the immediate family.

COURT APPEARANCES: Only subpoenas are accepted as an excuse. A maximum of three (3) days are allowed. A copy of the subpoena must be submitted to the department. Other court proceedings (child custody, traffic court, etc) are NOT EXCUSABLE.
The California State Board of Cosmetology—Rules and Regulations states that:

1. Each school shall maintain a time clock for registering the hourly attendance of all students and shall require each student to register on his/her daily record when starting and completing daily instruction and training, when leaving and returning to school premises, at the commencement and termination of lunch periods, and when performing extracurricular duties for which credit is given.

2. The daily record is a recapitulation of the student’s applied effort for each day, certified daily by the signatures, under the penalty of perjury, of the student and the school.

3. Credit for attendance will be granted to a student only on registered hours of applied effort substantiated by a certified daily record. 950.2 Curriculum for Cosmetology Course. Cosmetologist Course shall consist of 1600 hours of instruction and practice operations covering all practices of the art of cosmetology.
Time Cards Continued

Hours are divided into quarters as follows:

**CONVERSION TABLE:**

- 15 minutes = .25
- 30 minutes = .50
- 45 minutes = .75

**NOTE:** Your hours can only end with .00, .25, .50, or .75.

**USE PENCIL NOT INK. STUDENTS WILL LOSE TIME (AT LEAST 30 MINUTES) FOR USING INK ON THEIR TIMECARDS. (TRACKING SYSTEM TO BE DETERMINED.**

It is important that students clock in and out on their timecards correctly, as the timecards are proof that students were in attendance. To clock in and out incorrectly will mean loss of time.

- **DO NOT CLOCK SOMEONE ELSE’S CARD.** It is **ILLEGAL**, and may result in termination.
- Lunch must be taken by law.
- You must clock in by 7:50 A.M.
- Your timecard is a State Board Document therefore stamps and signatures must be neat and legible. Students must refrain from any defacing. **STUDENTS WHO DO NOT CLOCK IN AND OUT CORRECTLY WILL LOSE TIME!**
Class and Break Times

Clock In for Theory         9:15 – 9:30
Clock Out for Theory        (1st Break)
Clock In for Lab            9:30 – 11:30
Clock In and Out for Lunch  (2nd Break)
Clock Out at the End of the Day 11:30 – 12:00
Clock In and Out for Lunch  12:00 – 4:15
7:50 – 9:15
Extra Activities & Events

During the year’s session we have lots of activities planned such as:

- Hair & Make-up Shows
- Veterans Stand Down
- Doing applications at the San Diego County Fair
- Fashion Shows
- Hair and Make-up for the Photography Program
Guest Speakers

Each week we have guest speakers which include but are not limited to:

• Dearinger’s Salon
• Alfaparf
• Design Essentials
• Joico
• Spilt Ends Salon
• Wax and Waxin’
• Dermalogica
• Make-up classes
• Advanced Hair cutting and Haircoloring
Class Policies

No **cell phones** or **ear phones** for students or clients.

No **dark sunglasses** allowed during class time.

No **loitering** in the classrooms (this includes guests, relatives, and clients who are not receiving services).

No **children** are allowed in the classrooms unless they are receiving services.

Students **must be prepared** at all times.

Students are required to **have clean, professional looking uniforms**. No high heels or open toed shoes.

Students are required to **keep their own daily record of applied effort**.

No **food or drinks** allowed in the classroom.

No **personal products** are to be used on clients.

Students are **not allowed to use the office phone at ANY time**.

Students are **not to leave without notifying their instructor and clocking out**. Students who do not comply will lose time.
Class Policies Continued

Students are required to keep their own stations and trolleys clean and free of clutter.

Modeling: Students are required to exchange services such as in cosmetology services. Students may exchange cosmetology services within their own lab.

ANY STUDENT FOUND IN VIOLATION OF THESE RULES WILL BE SUSPENDED, DROPPED FROM THE PROGRAM, OR REFERRED TO THE DEAN OF STUDENT AFFAIRS FOR DISCIPLINARY PROCEEDINGS.
Disabled Students Programs and Services

Visit Room A115 or call 619–388–3513 Career/Transfer Center (Counseling Services): Visit Room A111 or visit website at [http://www.city.sdccd.net/transfer](http://www.city.sdccd.net/transfer)

Disabled students instructional tools:
Tape recorders are permitted if required by a disabled student with appropriate forms through DSPS.

Students that may be aware of disabilities should contact their counselor to assess need and availability prior to the required session.

Students that require the assistance of service animals must keep them in their assigned area. Make sure they are clean, groomed and free of pests prior to participating in the instructional process. Should the use of an interpreter be necessary to facilitate instruction, please remind the interpreter they must observe the rules and regulations set forth in the student handbook.
Students Rights and Responsibilities

Institutions of higher learning have determined that certain behaviors and conditions are supportive of the academic process and the climate at the community in which the process takes place.

This philosophy is supported by District Policy 3100: “Students Rights and Responsibilities”, which describes:

1. Standards of Conduct
2. Administration of Discipline
3. Administrative Due Process
4. Student Grievances
5. Student Discrimination Appeals

Policy 3100 prescribes procedures by which the student or the District may formally initiate action to resolve disputes.
Policy 3100

The Board of Trustees of the San Diego Community College District has adopted this statement of student rights and responsibilities and these instructions for administrative due process.

1.2 Students shall be free from acts or threats of intimidation, harassment, or physical aggression.

1.5 Students shall be encouraged to and may participate in the formation of policy affecting them.

1.6 Students shall have the right to petition and organize interest groups in pursuance to District procedures.

1.8 Students have the right to invite or hear speakers in accordance with current District policy.

1.10 Students shall have the right to exercise freedom of expression and inquiry consistent with District policy and in conformity with federal, state, and local laws.

2.1 Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, and other official printed material.

3.1 Academic cheating or plagiarism—to take and pass off as one’s own work or ideas of another.

3.3 Use, Possession, or distribution of alcoholic beverages except as permitted by law.
Cosmetology Kit

Please contact Jazz-Z Beauty Products:
12825 Philadelphia Street
Whittier, CA 90601
T: 562-698-2900
F: 562-698-2929
http://www.jzbeauty.com

The cost of the Kit is $2,300.00
The kit includes MOST of what you will need for School and State Board.
*Additional supplies will be needed as required per class.
Graduation

There are two Graduations:

1. Cosmetology School Graduation demonstrated on your final day of class.

2. San Diego City College’s Course Graduation at the end of the Spring Semester. Students who plan to walk at SDCCD’s Graduation must use the Applied Education Plan.
Applied Education Plan

This plan outlines the courses you must take to earn your Associates Degree or Certification. Go to:

http://careertech.sdcacademy.edu/educational_plan.html

Or visit room A110 (Counseling Services) to discuss your goals for the future.